Find Contacts- Report Notes

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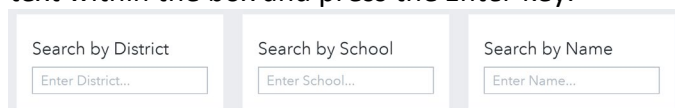
Overview

This report allows users to search available contacts by district, school, and contact type. Users can choose to include or exclude a row where no staff are reported for a contact type. The resulting table can be sorted on screen and/or exported to excel.

How to Use this Report

Users may **search by district, school, or name** by using the **text boxes** located at the top of the report. When a user begins to type a district or school name, a list of matching districts or schools will appear. The user can then click on the district or school of interest. Similarly, a user can type a first or last name (or both) of a contact and select from the resulting list. To clear a text search, delete all text within the box and press the *Enter* key.
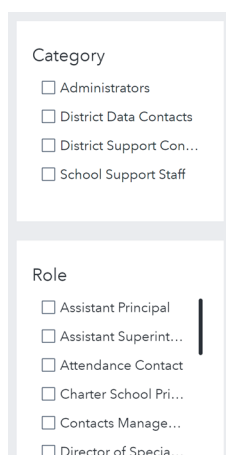
Search by District	Search by School	Search by Name
Enter District...	Enter School...	Enter Name...

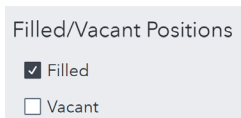Users may also **filter the report by category or role** using the checkboxes on the left of the screen.

Category
☐ Administrators
☐ District Data Contacts
☐ District Support Con…
☐ School Support Staff

Role
☐ Assistant Principal
☐ Assistant Superint…
☐ Attendance Contact
☐ Charter School Pri…
☐ Contacts Manage…
☐ Director of Specia…

When a user selects *Superintendent*, the results will also include *Charter School Principal or Director* and *Executive Director (RESC)*. This listing should be considered the complete contact list for superintendent-level contacts.

To the right of the text box searches for district, school, and name, a user has the option of **including either filled, vacant, or both types of roles. A vacant role is a role for which no contact has been reported**. This feature assists state-, district-, and school-level users in assessing where roles need to be assigned. For the general user, it is recommended to leave the checkbox unchecked and the default has been set accordingly.

Filled/Vacant Positions
☑ Filled
☐ Vacant

At any time, a user can **refresh the web page in order to return the report to its default state**.

Inclusion/Exclusion Rules
Contact types will continue to be added as they become available.

Terms/Definitions
List all dropdowns and any appropriate dropdown values with corresponding definitions

Term	Definition
District	The name of the district reporting the contact.
School	The name of the school reporting the contact.
Title	The actual title of the individual as entered in the associated data collection application. This differs from the contact type listed on the left of the screen for filtering. For example, while only *Superintendent* appears on the left, *Superintendent-Acting* and *Superintendent-Interim* appear in the table.
First Name	The first name of the contact.
Last Name	The last name of the contact.
Phone	The phone number of the contact. For contacts from the Educator Data System (EDS), the phone number reflects the facility phone number and may not be the individual's personal line.
Email	The email of the contact.

Sources and Update Schedule
Current sources include the Contacts Manager, Directory Manager (DM), Educator Data System (EDS), and Special Education Data Application and Collection (SEDAC). Contact data are updated daily with one exception as described below.

For the roles of *Superintendent* (including *Acting* and *Interim*), *RESC Executive Director*, *Charter School Principal or Director*, and *Principal* (including *Acting*), if no staff are assigned, the contact information for the previous individual assigned to this role is displayed.

The below table provides a listing of what roles are associated with each source.

Source	Roles
Contacts Manager	Attendance Contact COVID Health and Safety Compliance Liaison Diversity, Equity, and Inclusion Contact EL Assessment Contact (ELAC) Homeless Education Liaison (McKinney-Vento) Postsecondary Readiness LEA Lead (PRL) Postsecondary Readiness School Lead (PRL) School Nurse Supervisors Title IX LEA Coordinator
Directory Manager (DM)	Contacts Manager Writer EDS LEA Certifier EDS LEA Writer LEA Directory Certifier LEA Security Manager

Source	Roles
	TCS LEA User
Educator Data System (EDS)	Assistant Principal Assistant Superintendent Charter School Director/Principal Principal (including Acting) RESC Executive Director Superintendent (including Interim and Acting) School Counselor
Special Education Data Application and Collection (SEDAC)	Special Education Director

Other Helpful Information

To generate a statewide list of contacts, leave the search boxes blank and select a contact type or types.

If you need to make changes to your staff, please contact your EDS LEA Writer or EDS LEA Certifier. To look up your contacts, please use the Find Contacts report. Type your district name in the *Search by District* text box. Select *EDS LEA Writer* and/or *EDS LEA Certifier* under Role. Screenshots are provided below. Double-click a record to send an email to the contact.

Role

☑ EDS LEA Certifier

☑ EDS LEA Writer

When a district hires a person at any time during the school year, a record must be created for that person as soon as possible even if the person does not hold an active certificate at the time of hire. When a person leaves a district, the EDS file record must be updated with the leave information as soon as possible.

Data Contacts

Contacts Manager

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Directory Manager (DM)/Educator Data System (EDS)

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Special Education Data Application and Collection (SEDAC)

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